

OEHE Recruiting Program

The Office of Environmental Health and Engineering's (OEHE) recruiting program has been established to provide coordination and direction to the recruitment and placement of environmental health professionals into OEHE programs nationwide.

Cast of Characters and Responsibilities:

Director EHSC: Recruiting program oversight and direction.

EHSC Division Managers: Supplemental recruiting contacts, materials support.

Area Recruiting Coordinators: Recruitment planning, applicant tracking and support.

Area Branch Chiefs: Applicant selection.

HQ Branch Chiefs: Identification of national recruiting goals.

HQ Recruiting Liaison: Coordination with DCP, applicant tracking.

HQ Website Developer: General recruiting information website development and maintenance.

EHSC Website Developer: Information and tracking website development and maintenance.

PAC Recruitment and Retention Subcommittees: Recruitment planning, CO and CS support.

PAC Associate Recruiter Category Leads : Official liaison between DCP, PAC's and Associate Recruiters. Planning support, material development, management of enrollment and approval of CO's for Category Associate Recruiters.

Category Associate Recruiters: CO applicant contacts and recruiting activities.

DCP Personnel: Applicant tracking and processing for commissioned officers, coordination and support of the Associate Recruiter Program.

Area Personnel Staff: Applicant processing for CS and CO

Programmatic Outline:

Under this proposed operational plan, the following responsibilities would be assigned:

- Each Area would assign a recruiting coordinator to work with EHSC and Headquarters on elements of the program.
- Recruiting activities for a fiscal year would be planned at an annual recruiting coordinators meeting conducted in August and hosted by the Environmental Health Support Center (topics provided later in this document). Participants would include Area recruiting coordinators and EPAC and EHOPAC Liaisons.
- Coordination of annual recruiting activities would be assigned to the Environmental Health Support Center.
 - In consultation with DCP and the PACs, develop recruitment materials for use by designated CS recruiters and CO Associate Recruiters. Material stocks will be maintained by EHSC and distributed upon request to recruiters.
 - In consultation with the Areas and the PACs, establishment of a master list of recruiting locations. This listing will be developed at the annual recruiting conference and planning meeting. Assignment of recruiting responsibilities at the designated locations would be made from a list of volunteers provided by the Areas.
 - Recruiting site visit procedures would be of two general type:
 - One-on-one sessions with recruits where the recruiter completes an informational summary on each contact. Typically, these would be 15 –30 minute sessions where the recruiter is able to get specific information about a recruit. These forms would then be forwarded to EHSC division contacts for inclusion in the tracking system.
 - Group sessions where specific information on each individual attending is not available. As part of a group session, individuals would be referred to EHSC contacts for additional information. Once a call was made to EHSC personnel, they would assume responsibility for completing an informational summary on the individual.
 - In addition to the primary recruiter, EHSC would serve as supplemental contact points for potential recruits to SFC, EHS and FAC. These personnel would be identified by recruiters as sources for additional information.

- EHSC, using a web-based informational system would serve as the receiving point for all information and materials developed from recruiting efforts. Such information would include:
 - Reports of the recruiting efforts including faculty contacts and other pertinent information to be filed for future reference. General report guidelines will be provided by EHSC.
 - Copies of the recruit's informational summary generated either by field recruiters or by EHSC Divisional personnel would be entered into the recruiting website.
 - Password access to the EHSC program tracking website would be granted to OEHE personnel based on Area recruiting coordinator requests.
- HQ personnel would be assigned to develop and maintain the OEHE recruiting website (Public). The website would include the following.
 - Promotional home page with information on the Indian Health Service and PHS along with links to other PHS informational sources.
 - Pages with descriptions of typical assignments.
 - For COSTEPS, a listing of anticipated assignment locations.
 - Specific application instructions including contact instructions to SFC, EHS and FAC personnel within the Support Center.
- Areas would make selections for additional contact with recruits based on access to the national pool of applicants included on the tracking website. Active consideration of a recruit would be indicated in the status section of the tracking website. If necessary, recruiters and EHSC personnel will also be available for consultation on the selection process by providing insight based on the initial contact.
- At such time as a recruit becomes an applicant (status change on website), Area liaisons would work with Area Personnel Offices and the designated Headquarters DCP liaison to assure that application materials and orders are completed in a timely manner. These two individuals would then become the primary source of information and contact for the recruit as well as the point of assurance that personnel actions are moving forward.
- Once a recruit makes application to the Commissioned Corps, parallel tracking within the OEHE system and DCP will occur. The DCP Recruitment and Assignment Branch has established an online applicant tracking data base and applicant locator system. In addition, the branch has established a committee of

Agency representatives to meet monthly to discuss the current applicant list and assign responsibilities for telephone contact. The Indian Health Service's Agency representative on this committee will identify new Engineer and EHO personnel applicants at DCP for inclusion in the OEHE recruiting system.

- The HQ recruiting liaison will prepare the recruiting information sheet in this instance and enter the information into the EHSC tracking system.
- In consultation with Headquarters and the Areas, EHSC personnel would assume responsibility for distribution of recruitment materials to other organizations and identified potential sources of recruits.
- The recruit will be removed from the tracking data base upon acquiring duty status or after a predefined period of inactivity in data base status.

Recruiting Planning Session - Annually in August

Attended By: Area Recruiting Liaisons, EHSC personnel, PAC Associate Recruiter
Category lead(s) and Recruiting Coordinators

Topics:

Discussion of Recruiting Operational Plan and roll definitions
OEHE recruiting needs for the coming year.
List of recruiting locations by Area
List of recruiters available by Area
Recruiting Standards of Conduct
Recruiting Materials Review
DCP application process and tracking mechanism
Civil Service application process
Website operation